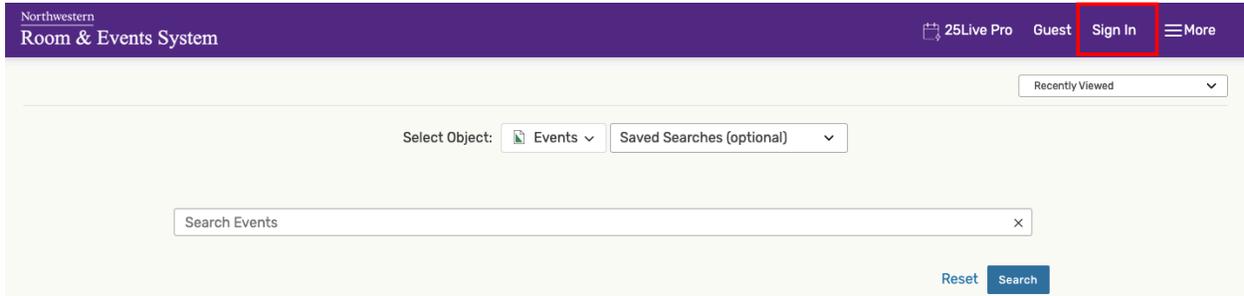
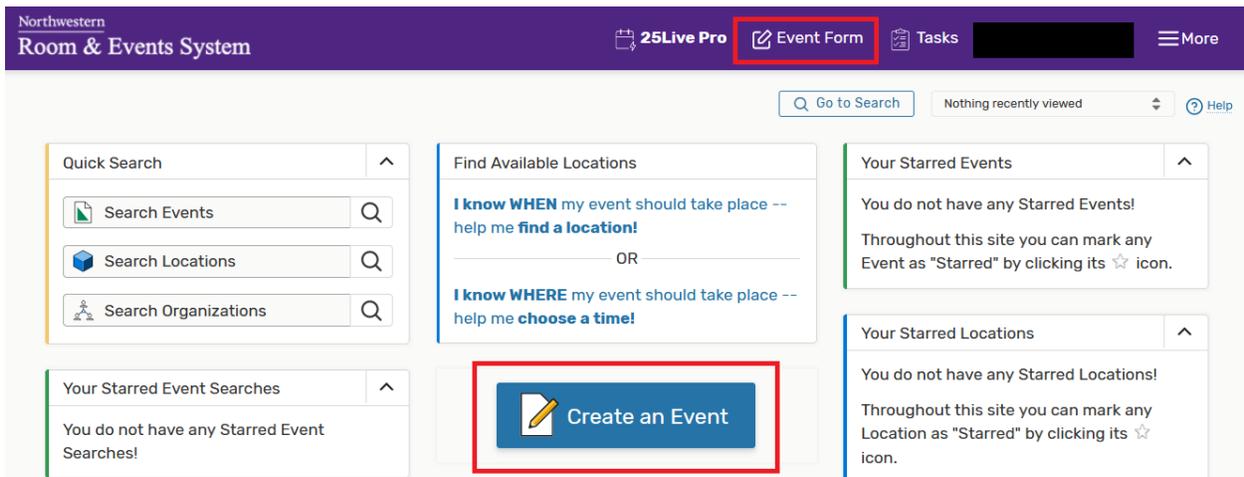


# Bienen Guide to Requesting a Room in 25Live/RES

1. Go to <http://res.northwestern.edu> and log in to 25Live/RES with your NetID and Password.



2. Click either the link at the top labelled “Event Form” or the “Create an Event” button. This will take you to the Event Request Form.



## Bienen Guide to Requesting a Room in 25Live/RES

3. There will be a number of required fields. Depending on the purpose of the reservation (chamber group rehearsal, practice session with accompanist, or remote lesson) enter the following:

### Chamber Group Rehearsal

- Title:** Enter Chamber Music Rehearsal – [insert group number]
- Longer Event Title:** Enter full names of students in chamber group (if more room is needed, use internal notes section at end of form)
- Event Type:** Search and select Rehearsal – Student

### Practice Session with Accompanist

- Title:** Enter Accompanist Rehearsal – [insert student and accompanist last names]
- Longer Event Title:** Enter the full names of the student and piano accompanist
- Event Type:** Search and select Rehearsal – Student

### Remote Lesson

- Title:** Enter Remote Lesson – [insert student & faculty last names]
- Longer Event Title:** Enter the full names of the student and faculty member (instrument in parentheses)
- Event Type:** Search and select Rehearsal – Student

### Examples:

**Title - Required** ⓘ

Chamber Music Rehearsal - SC30P

**Longer Event Title** ⓘ

McCartney, Lennon, Harrison, Starr

**Event Type - Required** ⓘ

Rehearsal - Student ☆ ▾

**Title - Required** ⓘ

Remote Lesson - Glass and Boulanger

**Longer Event Title** ⓘ

Glass and Boulanger (piano)

**Event Type - Required** ⓘ

Rehearsal - Student ☆ ▾

TIP: You can star event types to make them easy to find. ☆

## Bienen Guide to Requesting a Room in 25Live/RES

- d. **Primary Organization for this Event:** Search and select *BSM*
- e. **Attendance:** Enter number of participants

**Primary Organization for this Event** - Required ⓘ

BSM ☆ Remove

**Expected Attendance** ⓘ

4

TIP: You can star ☆ organizations to make them easy to find.

- f. **Event Date and Time:** Select Date and Time

**Event Date and Time** - Required ⓘ

Tue Oct 06 2020

2:00 pm

To:

3:00 pm

This begins and ends on the same day

Duration:  
**1 Hour**

*Request Window Note:*  
Reservations cannot be made within 48 hours of event date or more than two weeks in advance.

*Request Length Note:*  
Reservations cannot exceed one hour.

- g. **Additional Time:** Current space guidelines require a half hour “cool-down” period for rooms between uses to give the HVAC time to recirculate the air. Please select the arrow to expand the section.

Additional time ▼

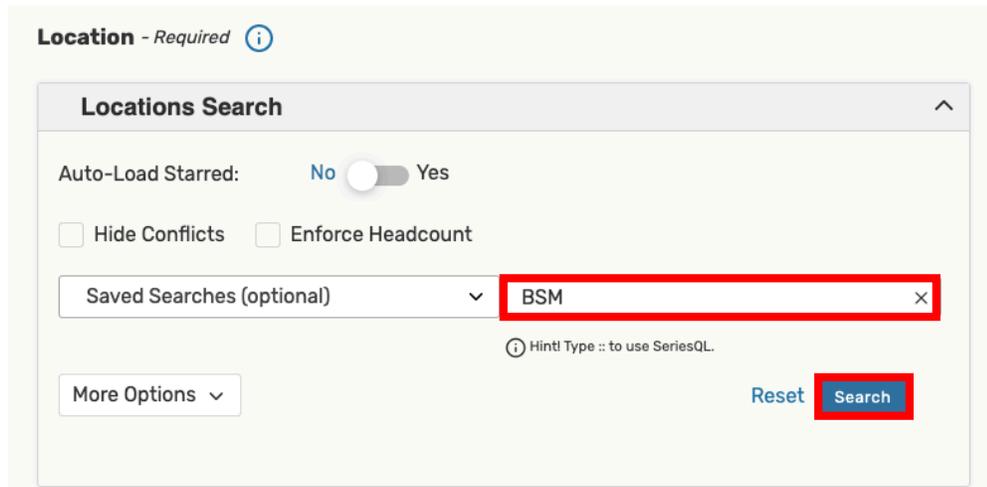
Type 30 in the *Minutes* box under *Post-Event Time*.

**Post-Event Time**

0 Days 0 Hours 30 Minutes

## Bienen Guide to Requesting a Room in 25Live/RES

### h. Location: Search *BSM* in the search box



The screenshot shows the 'Locations Search' interface in 25Live/RES. At the top, it says 'Location - Required' with an information icon. Below that is a 'Locations Search' header with an upward arrow. The main area contains several controls: a toggle for 'Auto-Load Starred' set to 'No', checkboxes for 'Hide Conflicts' and 'Enforce Headcount', a 'Saved Searches (optional)' dropdown menu, and a search input field containing 'BSM'. Below the search field is a hint: 'Hint! Type :: to use SeriesQL.' At the bottom, there is a 'More Options' dropdown, a 'Reset' button, and a 'Search' button which is highlighted with a red border.

Be sure to select the room type that best matches your reservation:  
*Chamber Group Rehearsal, Remote Lesson, or Rehearsal with Accompanist.*

### BSM Rooms for:

#### Chamber Groups

Wind Chamber (WC#) or String Chamber (SC#)  
Kresge 2319 (no piano)  
Kresge 2329 (no piano)  
Kresge 2335 (no piano)

String Chamber with Piano (SC#P)  
LL-113 (grand)  
LL-121 (grand)

#### Rehearsal with Accompanist:

RCMA 1-160 (upright)  
RCMA 1-164 (upright)  
RCMA 3-131 (grand)  
RCMA LL-115 (grand)

#### Remote Lesson:

RCMA 1-168 (grand) {zoom cart}  
RCMA 1-172 (grand) {zoom cart}  
RCMA 3-133 (no piano) {zoom cart}  
RCMA 3-137 (no piano) {zoom cart}

## Bienen Guide to Requesting a Room in 25Live/RES

Select room with the *Reserve* button and selection will pop up below

Availability	Room ID	Room Name	Capacity	Conflict	Conflict Details
Unavailable	KRG2430 - BSM	Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)	8	0/1	Conflict Details
<b>Reserve</b>	<b>KRG2435 - BSM</b>	<b>Kresge Centennial Hall 2435 - BSM Chamber Rehearsal (No Piano)</b>	6	1/1	None
<b>Reserve</b>	<b>KRG2440 - BSM</b>	<b>Kresge Centennial Hall</b>	8	1/1	None

- i. **Terms of Use – Space Utilization:** Review and click the check box to agree to the terms of use.

**Terms of Use - Space Utilization - Required**

I agree

- j. **Internal Notes:** If additional room was needed above, insert full names of participants

**Internal Notes** ⓘ

Paul McCartney, John Lennon, George Harrison, Ringo Starr

#### 4. Select **Save**

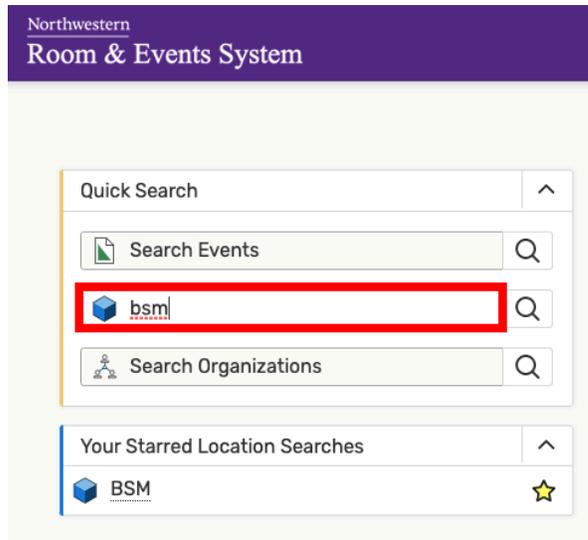
Cancel Preview **Save**

5. Faculty Support Center will review your request and confirm via email.

## Bienen Guide to Requesting a Room in 25Live/RES

\*\*ALTERNATE START POINT: Shows a birds-eye view of the calendar when searching for general availability; best used when a specific room is needed and the time is more flexible.

1. After signing in, look at the quick searches on the homepage and search the *BSM* tag in the *Search Locations* box.



Northwestern  
Room & Events System

Quick Search

Search Events

bsm

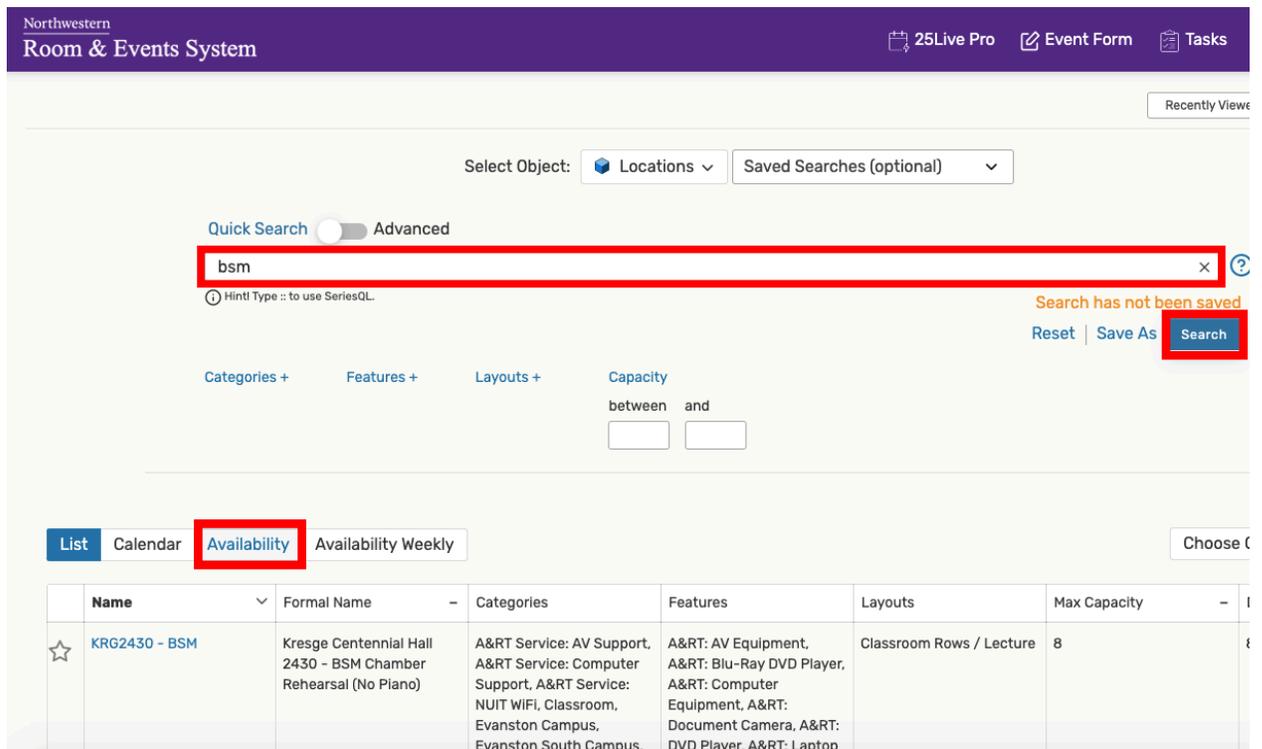
Search Organizations

Your Starred Location Searches

BSM

TIP: Starred locations appear as a category that can be quick-searched. 

2. Searching the *BSM* tag in the Quick Search box will provide a list of the locations with this tag. Toggle to the *Availability* view.



Northwestern  
Room & Events System

25Live Pro | Event Form | Tasks

Select Object: Locations | Saved Searches (optional)

Quick Search | Advanced

bsm

Search has not been saved

Reset | Save As | Search

Categories + | Features + | Layouts + | Capacity

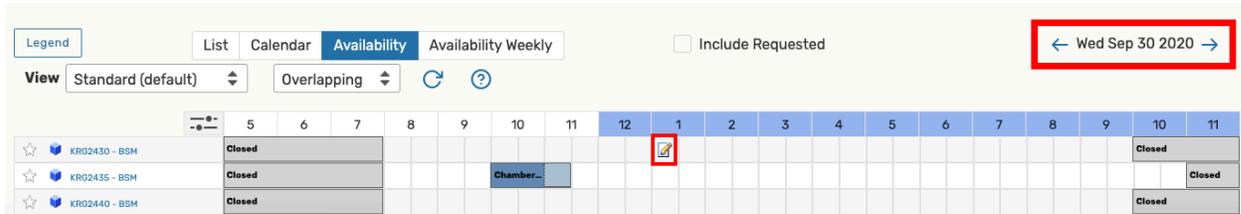
between and

List | Calendar | Availability | Availability Weekly

Name	Formal Name	Categories	Features	Layouts	Max Capacity
 KRG2430 - BSM	Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)	A&RT Service: AV Support, A&RT Service: Computer Support, A&RT Service: NUIT WiFi, Classroom, Evanston Campus, Evanston South Campus,	A&RT: AV Equipment, A&RT: Blu-Ray DVD Player, A&RT: Computer Equipment, A&RT: Document Camera, A&RT: DVD Player, A&RT: Laptop	Classroom Rows / Lecture	8

## Bienen Guide to Requesting a Room in 25Live/RES

3. Toggle the calendar to select the date and see the availability of each room, including its regular hours and when it is booked. To select a time for a reservation, hover over a half-hour slot and select the pencil and paper icon that appears.



4. The standard event form will appear with the location and start time pre-populated with a half hour reservation that can be extended to the full hour if desired.

**Event Date and Time** - Required ⓘ

Wed Sep 30 2020

1:00 pm

To:

1:30 pm

This begins and ends on the same day

Duration:  
**30 Minutes**

**Location** - Required ⓘ

Locations Search

**KRG2430 - BSM** Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano) **Capacity: 8** ⓘ

Date	Time	Conflicts	Shared	Layout	Instructions	Attendance
Wed Sep 30 2020	1:00 pm - 1:30 pm		<input type="checkbox"/>	Classroom	For immediate in-classroom	<input type="text"/>

[Remove](#) [View Occurrences](#)

5. Fill out the event form as usual.
6. Faculty Support will review and confirm via email.